

Division of Mental Retardation
Middle Tennessee Regional Training Calendar
April - June 2004

- **To access calendar on the web:** www.state.tn.us/mental/mrs/mhmr_training.html
- To make reservations for training in Middle Tennessee, please contact the person and number listed under location for the class you are requesting: or fax your request to **(615) 231-5297**.
- **Please note all training listed and location is subject to possible change.**

APRIL 2004				
DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
4/6-7/04 (Tues-Wed) 8:30a.m.- 4:30p.m.	Training	Challenges in Physical Management (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren-D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> Vera Graham @ (615)231-5424
4/6/04 (Tues) 9:00-10:00am	Train-the - Trainer	Effective Training Techniques (Summers/Lynch)	Provider Agency Trainers	Regional Office Conference Room, 2 nd Floor (Rm#2111) Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Craig Lynch@ (615)231-5008
4/8/04 (Thurs) 8:30-4:00p.m.	Informational	Regional Office Orientation (Lucretia Hartberg, Provider Relations Coordinator)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation: Call</u> Lynn Knapp @ (615)231-5449
4/12/04 (Mon) 9-4pm	Training	Seizures/ Documenting Medication Errors (Leatrice Coffin)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Rm. 2 nd Flr rm 2114 Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN <u>Reservation: Call</u> Leatrice Coffin @ (615) 231-5432

APRIL 2004				
DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
4/13/04 (Tues) 9:00 –11:30 a.m.	Train-the-Trainer	Individual Rights and the ADA TQI & the Settlement Agreement (will be presented together) (Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor- (Room 2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch @ (615)231-5008</u>
4/15/04 (Thurs) 1:00-3:00p.m.	Training	Nutrition Resource Guide Training (Paula Cushing)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor(Rm#2114 Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: <u>Vera Graham @ (615)231-5424</u>
4/15/04 (Thurs) 9:00-11:00a.m.	Seminar	Behavior Seminar (Zukotynski, Ph.D.)	Behavior Analyst, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114) Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch @ (615)231-5008</u>
4/21/04 (Wed) 8:30 a.m.-11:30 a.m.	Train-the-trainer	Incident Management (Mullins/Mangrum)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch @ (615)231-5008</u>

4/21/04 (Wed) 1:00 p.m. 4:00 p.m.	Train-the-Trainer	What is Abuse? How Do We Prevent It? (Summers/Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor- (Room #2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch @ (615)231-5008</u>
4/20-21/04 (Tues-Wed) 8:30a.m. - 4:30p.m.	Training	Mealtime Challenges (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren – D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Vera Graham @ (615)231-5424</u>
4/29/04 (Thur) 9-4pm	Training	Orientation to Community Nursing/Comprehensive Nursing Assessments/PSR/Health Care Plan/ Discharge Planning (Leatrice Coffin)	RN's Agency Nurses	Regional Office Conference Rm. 2 nd Flr rm 2114 Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN Reservation: Call <u>Leatrice Coffin @ (615) 231-5432</u>
4/26-29/04 (Mon-Thurs) 9-4:00p.m.	Training	Independent Support Coordination (Summer/Mount/ Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	One Cannon Way, CBDC, 275 Stewarts Ferry Pike, Nashville, TN (basement class room B106) Reservation: <u>Craig Lynch @ (615)231-5080</u>

MAY 2004				
DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
5/4-5/04 (Tues-Wed) 8:30a.m.- 4:30p.m.	Training	Challenges in Physical Management (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren-D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> Vera Graham @ (615)231-5424
5/4/04 (Tues) 9:00-10:00am	Train-the - Trainer	Effective Training Techniques (Summers/Lynch)	Provider Agency Trainers Only	Regional Office Conference Room, 2 nd Floor (Rm#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008
5/5/04 (Wed) 9:00-4:00p.m.	In-Service	Administrative Services: Service Plans/Cost Plans/Billing Issues/Grier Decree Appeals (Administrative Services Staff)	New Provider Agencies; New Staff of Provider Agencies who work with service plans; cost plans; billing; and DMRS Rental Assistance.	Regional Office Conference Room, 2 nd Floor (Rm#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> Theresa Wallace @ (615)884-6082
5/6/04 (Thurs)	Train-the-Trainer	ISP Overview (Lynch/Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008
5/11/04 (Tue) 9-4pm	Training	Supporting People with Developmental Disabilities in the Health Care System/When to seek Medical Attention (Leatrice Coffin)	Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Rm. 2 nd Flr rm 2118 Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN <u>Reservation: Call</u> Leatrice Coffin @ (615) 231-5432

5/12,13/03 (Wed-Thurs) 8:30a.m. - 4:30p.m.	Training	Mealtime Challenges (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren – D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Vera Graham @ (615)231-5424
5/11-13/04 (Tues-Thurs) 9-4:00p.m.	Training	Individual Support Planning (ISP) (Lynch/Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	One Cannon Way, CBDC, 275 Stewarts Ferry Pike, Nashville, TN (basement class room B106) <u>Reservation:</u> Craig Lynch @ (615)231-5080
5/13/04 (Thurs) 8:30-4:00p.m.	Informational	Regional Office Orientation (Lucretia Hartberg, Provider Relations Coordinator)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Lynn Knapp @ (615)231-5449
5/12/04 (Wed) 8:30a.m.- 11:30a.m.	Train-the-trainer	Incident Management (Mullins/Mangrum)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008
5/12/04 (Wed) 1:00 p.m.- 4:00 p.m.	Train-the-Trainer	What Is Abuse? How Do We Prevent It? (Lynch/Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008

5/19/04 (Wed) 9:00-3:30pm	Train-the-Trainer <i>***Bring something to eat for lunch – will be getting only a short break</i>	Behavioral & Mental Health Supports (George Zukotynski, Ph.D.)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch@</u> <u>(615)231-5008</u>
5/20/04 (Thurs) 9:00-11:00a.m.	Seminar	Behavior Seminar (Zukotynski, Ph.D.)	Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch @</u> <u>(615)231-5008</u>
5/20/04 (Thurs) 1:00-3:00p.m.	Training	Nutrition Resource Guide Training (Paula Cushing)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Rm#2114 Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: <u>Vera Graham @</u> <u>(615)231-5424</u>
4/25/04 (Tues) 9-4:00p.m.	Training	Abuse and Neglect Prevention for Support Staff (Summers/Mount/ Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch@</u> <u>(615)231-5008</u>
4/26/04 (Weds) 9-4:00p.m.	Training	Abuse and Neglect Prevention for Supervisors (Summers/Mount/ Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: <u>Craig Lynch@</u> <u>(615)231-5008</u>

4/27/04 (Thurs) 9-4:00p.m.	Training	Abuse and Neglect Prevention: Effective Strategies for Managers (Summers/Mount/Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Craig Lynch @ (615)231-5008</u>
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JUNE 2004				
DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
6/1/04 (Tues) 9:00-10:00a.m.	Train-the -Trainer	Effective Training Techniques (Summers/Lynch)	Provider Agency Trainers Only	Regional Office Conference Room, 2 nd Floor (Rm#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> <u>Craig Lynch @ (615)231-5008</u>
6/3/04 (Thurs) 9-11:30a.m.	Training	ICAP Training (Mount/Summers/Lynch)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room- 2 nd Floor- (Rm#2114)-Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Craig Lynch @ (615)231-5008</u>
6/4/04 (Fri) 9-11:00a.m.	Inservice	Development Center Transitions (Hollie Campbell, Transition Director)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room- 2 nd Floor- (Rm#2114)-Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Craig Lynch @ (615)231-5008</u>
6/10/04 (Thur) 9-4pm	Training	Health Related Policies: Health Passport/ Psychotropic Med Admin/Advance Care Planning (Life Sustaining Treatment) (Leatrice Coffin)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference RM. 2 nd Flr rm 2118 Stamps Bldg. 275 Stewarts Ferry Pk Nashville, TN <u>Reservation: Call</u> <u>Leatrice Coffin @ (615) 231-5432</u>

6/8-9/04 (Tues-Wed) 8:30a.m.- 4:30p.m.	Training	Challenges in Physical Management (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren-D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> Vera Graham @ (615)231-5424
6/10/04 (Thurs) 8:30- 4:00p.m.	Informational	Regional Office Orientation (Sandra Wise, Provider Relations Coordinator)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room-2 nd Floor-(Rm#2114)-Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Lynn Knapp @ (615)231-5449
6/8/04 (Tues) 9:00 –11:30 a.m.	Train-the-Trainer	Individual Rights and the ADA TQI & the Settlement Agreement (will be presented together) (Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor-(Room 2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008
6/11/04 (Fri) 10-2:00p.m.	Meeting	Trainer's Committee Meeting (Mount/Summers)	Provider Agency Trainers, ISC Agency Trainers	Regional Office Conference Room, 2 nd Floor,Rm#2114 Stamps Bldg., 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> Craig Lynch @ (615)231-5008
6/16/04 (Wed) 8:30a.m.- 11:30p.m.	Train-the-Trainer	Incident Management (Mullins/Mangrum)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor(Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> Craig Lynch @ (615)231-5008

6/16/04 (Wed) 1:00 p.m.- 4:00 p.m.	Train-the-Trainer	What Is Abuse? How Do We Prevent It? (Mount/Summers)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor(Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Craig Lynch @ (615)231-5008</u>
6/16,17/03 (Wed-Thurs) 8:30a.m. - 4:30 p.m.	Training	Mealtime Challenges (Regional Office PNMT)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Van Buren - CBDC, 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Vera Graham @ (615)231-5424</u>
6/17/04 (Thurs) 9:30a.m- 11:30a.m.	Seminar	Behavior Seminar (Zukotynski, Ph.D)	Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN <u>Reservation:</u> <u>Craig Lynch@ (615)231-5008</u>
6/17/04 (Thurs) 1:00- 3:00p.m.	Training	Nutrition Resource Guide Training (Paula Cushing)	Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor(Rm#2114 Stamps Bldg., 275 Stewarts Ferry Pike, Nashville <u>Reservation:</u> <u>Vera Graham @ (615)231-5424</u>

6/22/04 (Tues) 9-11:30a.m.	Training	Implementation Planning (Mount/Summers)	Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community	Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN <u>Reservation:</u> <u>Craig Lynch@</u> (615)231-5008
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JOB COACH TRAINING SESSIONS

In each of these training sessions Job Coaches can attend and become “approved”. Also, all of these sessions are an opportunity for potential Agency/Core Trainers.

MIDDLE TN TRAINING

February 23, 2004	Middle TN – Career Center – Columbia	10:00a.m. to 3:00 p.m.
February 25,2004	Middle TN – Nashville Site TBA	10:00a.m. to 3:00 p.m.
March 1,2004	Middle – Shelbyville	10:00a.m. to 3:00 p.m.
March 4,2004	Middle - Clarksville/PDI	10:00a.m. to 3:00 p.m.
March 11,2004	Middle TN – Cookeville Pacesetters	10:00a.m. to 3:00 p.m.
March 17,2004	Middle TN – CBDC Cannon Way conference room	10:00a.m. to 3:00 p.m.

****To RSVP job coach training contact Bobbi Manis @ 615-231-5004**

Nutrition Resource Guide Training can also be provided at the agency upon request : contact Paula Cushing @ 615-231-5441

Enhancing the Mealtime Experience and Enhancing Independence through Physical Management are both offered upon request. (Both classes are one day) Contact Debby Neal @ 231-5426 or Nicole Jones @ 231-5425 to register.

Dangerous Practices at Mealtime (one-day general class) – April 8 & 23, May 10 & 24, June 8 & 23– Classes are held on 3rd floor of One Cannon Way, Staff Development, CBDC, and begin promptly at 8:00 a.m.

Contact Tina Mount (615) 231-5080 or fax number (615) 231-5297 to make reservations for Dangerous Practices at Mealtime.

Self- Determination; Understanding Implementation Planning; and Meeting Management will be held with Individual Providers on site upon request. Please contact Tom Summers at (615)-231-5036 to schedule.

Breast Examination; Diabetes Mellitus and Insulin Administration; and Epi-Pen and “Train-the-Trainer” for Medication Administration for Unlicensed Personnel can be requested by contacting Leatrice Coffin, Nursing Services, @ 615-231-5432

Quarterly Calendar
April-June 2004